BTEC International Level 3 Extended Diploma (1080 GLH) in Hospitality: Sample Delivery Plan

Audience

This document is intended to support tutors and those delivering BTEC International Level 3 qualifications from April 2020.

Introduction

Clear unit planning and understanding of key deadlines are essential for a successful delivery programme. We have produced a sample delivery plan showing how the BTEC Extended Diploma in Hospitality could be delivered over two years, highlighting assessment milestones and indicating where you can teach units holistically.

Key sections

The document focuses on key dates to plan around and an example of how the Extended Diploma can be structured, set out in the three sections below:

Section 1: Guide to key dates

Setting out the key activities and requirements for course delivery alongside dates and links to further information.

Section 2: Sample two-year plan – delivery chart

A chart setting out the key deliverables against chosen units.

Section 3: Sample two-year plan – detailed rationale

An in-depth rationale and explanation as to how the suggested plan was structured.

Further support can be found within the relevant specification on Pearson's website (https://qualifications.pearson.com/en/qualifications/btec-international-level-3/hospitality-and-catering.html#tab-ExtendedDiploma).

Below is an overview of how wider support also links to this document.

Support	Purpose
Delivery Guide	A companion to your BTEC International Level 3 qualification specification, Authorised Assignment Briefs (AABs) and sample Pearson Set Assignments. It contains ideas for teaching and learning, including practical activities, realistic scenarios, ways of involving employers in delivery, ways of managing independent learning and how to approach assessments. The aim of these guides is to show how the specification content might work in practice and to inspire you to start thinking about different ways to deliver your course.
Authorised Assignment Briefs	Provide scenarios and teaching plans for each unit, to be used either as they are set out or to inform your own planning.
Schemes of Work	Demonstrate how the unit content can be covered in the guided learning hours (GLH) while providing lesson ideas and highlighting links to other units to help you plan your teaching.

Section 1: Guide to key dates

This sets out the key activities order and requirements for course delivery alongside links to further information.

Action	Description	Resource/reference
	Centres need to register a Lead Internal Verifier (LIV) for each principal BTEC Subject Area. The LIV must download the OSCA materials and use it to standardise the assessment and delivery team for the programme.	Edexcel Online. Your Exams Officer can provide a login.
Assessment plan(s)	An assessment plan(s) must be in place to demonstrate that sufficient time is available to deliver and assess all the required units in a timely manner. More than one plan may be required if there are different groups working at different speeds.	Assessment plans are available here.
Assignment briefs	Assignment briefs should be internally verified to ensure they are fit for purpose and the equipment, resources and staff expertise will be available. This is not required for Pearson Set Assignment units.	Authorised Assignment Briefs are available on the Pearson website. https://qualifications.pearson.com/en/qualifications/btec-international-level-3/hospitality.coursematerials.html#filterQuery=Pearson-UK:Category%2FInternal-assessments
Learner induction	A short period of induction is strongly recommended to ensure that learners are familiar with the programme and its requirements. Plagiarism, referencing, time management skills, the importance of meeting deadlines and centre policies should be covered.	
Register your learners	Learner registrations need to be made by the deadlines on our website. This will trigger the allocation of a Standards Verifier and support for your centre.	Edexcel Online
Allocation of Standards Verifier	The Standards Verifier needs to see the assessment plan(s) and will agree a sampling schedule with the centre. They are available to provide support and guidance.	The details of the Standards Verifier will be emailed to the Quality Nominee at the centre. Please ensure that the Quality Nominee details registered with Pearson are accurate.
Internally assessed unit completed	The internally assessed unit(s) needs to have been sampled and reported prior to the end of teaching for the year.	A guide to internal assessments is available here.
Second sampling completed	Second sampling of internally assessed units that were not released for certification must be complete by the end of the teaching for the year.	

Section 2: Sample one-year plan – delivery chart

This plan is intended to be used as guidance.

Key

LA = Learning aim

R = Revision for assessment

INT = Internal assessment

CSR = Case study research

SA = Summative assessment

				YEAR 1 TERM 1												
Unit	**Unit title**	**Guided learning hours**	**Assessment method**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**13**
1	The Hospitality Industry	60	INT SET												**CSR**	**SA**
		4 hours per week														
2	Environment and Sustainability in the Hospitality Industry	60	INT SET												**CSR**	**CSR**
		4 hours per week														
10	Supervision of Food Safety in Hospitality	60	INT												**CSR**	**CSR**
		4 hours per week														
4	The Principles of Leadership and Supervision	60	INT SET												**CSR**	**CSR**
		4 hours per week														
21	Technology and Digital Media in Hospitality	60	INT													
		2 hours per week														

				YEAR 1 TERM 2												
Unit	**Unit title**	**Guided learning hours**	**Assessment method**	**14**	**15**	**16**	**17**	**18**	**19**	**20**	**21**	**22**	**23**	**24**	**25**	**26**
1	The Hospitality Industry	60	INT SET	SA	SA											
		4 hours per week to week 15														
2	Environment and Sustainability in the Hospitality Industry	60	INT SET		SA											
		4 hours per week to week 15														
10	Supervision of Food Safety in Hospitality	60	INT		SA											
		4 hours per week to week 15														
4	The Principles of Leadership and Supervision	60	INT SET		**SA**											
3	Customer Service Provision in Hospitality	60	INT													
		4 hours per week from week 16														
13	European Cuisine	60	INT													
		4 hours per week from week 16														
18	Conferencing and Banqueting	60	INT													
		4 hours per week from week 16														
22	Marketing for Hospitality	60	INT													
		4 hours per week from week 16														
21	Technology and Digital Media in Hospitality	60	INT													
		2 hours per week														

				YEAR 1 TERM 3												
Unit	**Unit title**	**Guided learning hours**	**Assessment method**	**27**	**28**	**29**	**30**	**31**	**32**	**33**	**34**	**35**	**36**	**37**	**38**	**39**
3	Customer Service Provision in Hospitality	60	INT			**SA**	**SA**									
		4 hours per week to week 30														
13	European Cuisine	60	INT			**SA**	**SA**									
		4 hours per week to week 30														
18	Conferencing and Banqueting	60	INT			**SA**	**SA**									
		4 hours per week to week 30														
22	Marketing for Hospitality	60	INT	**CSR**	**CSR**	**SA**	**SA**									
		4 hours per week to week 30														
21	Technology and Digital Media in Hospitality	60	INT	**CSR**	**CSR**	**SA**	**SA**									
		2 hours per week to week 30														

Key

LA = Learning aim
R = Revision for assessment
INT = Internal assessment
CSR = Case study research

				YEAR 2 TERM 1												
Unit	**Unit title**	**Guided learning hours**	**Assessment method**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**13**
5	Cost Control for Hospitality Supervisors	60	INT SET												**CSR**	**SA**
		4 hours per week														
6	Hospitality Business Enterprise	60	INT SET												**CSR**	**SA**
		4 hours per week														
24	Recruitment and Selection in Hospitality	60	INT												**CSR**	**CSR**
		4 hours per week														
14	Luxury Hospitality	60	INT												**CSR**	**CSR**
		4 hours per week														
27	Industry-Related Project in Hospitality	60	INT													
		2 hours per week														

				YEAR 2 TERM 2												
Unit	**Unit title**	**Guided learning hours**	**Assessment method**	**14**	**15**	**16**	**17**	**18**	**19**	**20**	**21**	**22**	**23**	**24**	**25**	**26**
5	Cost Control for Hospitality Supervisors	60	INT SET	SA	SA											
		4 hours per week to week 15														
6	Hospitality Business Enterprise	60	INT SET		SA											
		4 hours per week to week 15														
24	Recruitment and Selection in Hospitality	60	INT		SA											
		4 hours per week to week 15														
14	Luxury Hospitality	60	INT		SA											
		4 hours per week to week 15														
8	Supervise Food and Beverage Service	60	INT													
		4 hours per week from week 16														
11	Contemporary Global Cuisine	60	INT													
		4 hours per week from week 16														
19	Events in Hospitality	60	INT													
		4 hours per week from week 16														
9	Supervise Alcoholic Beverage Service	60	INT													
		4 hours per week from week 16														
27	Industry-Related Project in Hospitality	60	INT													
		2 hours per week														

				YEAR 2 TERM 3												
Unit	**Unit title**	**Guided learning hours**	**Assessment method**	**27**	**28**	**29**	**30**	**31**	**32**	**33**	**34**	**35**	**36**	**37**	**38**	**39**
8	Supervise Food and Beverage Service	60	INT			**SA**	**SA**									
		4 hours per week to week 30														
11	Contemporary Global Cuisine	60	INT			**SA**	**SA**									
		4 hours per week to week 30														
19	Events in Hospitality	60	INT			**SA**	**SA**									
		4 hours per week to week 30														
9	Supervise Alcoholic Beverage Service	60	INT	**CSR**	**CSR**	**SA**	**SA**									
		4 hours per week to week 30														
27	Industry-Related Project in Hospitality	60	INT	**CSR**	**CSR**	**SA**	**SA**									
		2 hours per week to week 30														

Section 3: Sample two-year plan – detailed rationale

Overview

The BTEC Level 3 International Extended Diploma in Hospitality suggests 1080 guided learning hours (GLH) and comprises six mandatory units and 12 optional units. Five of the mandatory units are internally assessed using a Pearson Set Assignment and one using a centre-designed assignment or the Authorised Assignment Brief for the unit. The optional units are all internally assessed via centre-designed assignments or the Authorised Assignment Briefs.

The qualification structure identifies the mandatory and optional units and this information is also listed in the qualification specification. To achieve any qualification grade, learners must complete and have an outcome (D, M, P or U) for all units within a valid combination for the size of the award. For the Extended Diploma in Hospitality earners must pass all mandatory units along with 540 GLH from the optional units. This means that learners could attain a U grade in one of the optional units and still achieve a passing grade overall depending on their other results. Please see pages 331–343 of the specification for more details about compensation and grading.

The sample delivery plan is based on the qualification being delivered over two years, with lesson times totalling 18 hours per week.

If your centre is subject to Standards Verification, your Standards Verifier will confirm sampling arrangements with you in order to meet the first sampling deadline of the end of May. The sample delivery plan ensures that *Unit 1: The Hospitality Industry*, *Unit 2: Environment and Sustainability in the Hospitality Industry* and *Unit 4: The Principles of Leadership and Supervision* will be available for first sampling in year one. All other units will be completed in time for the end of June, which is the second sampling deadline (should this be required). It is important that you have at least one completed unit ready for Standards Verification to take place by the end of May.

In year two, *Unit 5: Cost Control for Hospitality Supervisors* and *Unit 6: Hospitality Business Enterprise* are the mandatory units that will be complete in time for standardisation, along with optional *Unit 24: Recruitment and Selection in Hospitality* and *Unit 14: Luxury Hospitality.* Your standards verifier might request units from year one of the programme.

Involving employers in the assessment/delivery

There is no compulsory requirement for a work experience placement within the qualification. All units lend themselves to a range of hospitality industry employer involvement, such as in the form of an educational visit, guest speaker, focus group or case study.

Which units are externally assessed?

Units 1, 2, 4, 5 and 6 will be assessed by Pearson Set Assignment. The assignments will be available from October. The assignment can be completed at any time in the year. The evidence can be resubmitted once. Any resit learner must resit a new assignment.

Internal mandatory units

Unit 1: The Hospitality Industry. Learners will develop knowledge and understanding of the hospitality industry, the current trading environment and how the industry responds to trends and changes.

Unit 2: Environment and Sustainability in the Hospitality Industry. Learners will investigate the impact of the hospitality industry on the environment and the measures that the industry takes to ensure sustainability.

Unit 3: Customer Service Provision in Hospitality. Learners will develop the knowledge and skills they need to deliver effective customer service in a hospitality business. They will understand the skills needed to provide positive customer service in an organisation as well as the need for continual improvement.

Unit 4: The Principles of Leadership and Supervision: Learners will examine the theories of leadership to allow them to perform effectively in their roles as supervisors in the hospitality industry*.*

Unit 5: Cost Control for Hospitality Supervisors. Learners will develop an understanding of the principles of goods selection, costing and pricing, and the use of financial statements to measure the performance of hospitality businesses. They will develop the skills they need to manage and apply accounting methods.

Unit 6: Hospitality Business Enterprise. Learners will develop knowledge of the issues involved in starting a hospitality business as well as the skills they need to produce a plan for the enterprise*.*

Suggestions for which units to teach in year 1

Unit 1: The Hospitality Industry. As this is an introductory unit that links to all other units in the qualification, it is best delivered at the beginning of learners' studies in order to provide a sound foundation on which to build further knowledge and understanding. This is a mandatory unit that is assessed internally via a Pearson Set Assignment. The unit will be delivered for four hours per week for 15 weeks and delivery must include the internal assessment activities. This will ensure that you have a mandatory unit assessed via a Pearson Set Assignment completed for Standards Verification.

Unit 2: Environment and Sustainability in the Hospitality Industry. This is a mandatory unit that is assessed internally via a Pearson Set Assignment. The unit will be delivered for four hours per week for 15 weeks to embed learning. Delivery should include the internal assessment activities. This unit has links to a number of units within the qualification and provides a basis for understanding sustainability issues across hospitality activities.

Unit 3: Customer Service Provision in Hospitality. This is a mandatory unit but it is assessed by an internally set assignment or the Authorised Assignment Brief for this unit. Delivery will start in term two. Four hours per week have been allocated to take account of the practical nature of the unit. The weekly four-hour sessions will provide time to deliver the underpinning knowledge and sufficient time for learners to practise their customer service skills prior to formal assessment. Pearson suggests that, when delivering the unit, centres should encourage learners to draw on their broader learning so that they will be prepared for the assessment. It is acknowledged that learners tend to perform best when practical assessments are taken towards the end of the programme. This is reflected in the scheduling in terms two and three.

Unit 4: The Principles of Leadership and Supervision. This is a mandatory unit that is assessed internally via a Pearson Set Assignment. The unit will be delivered for four hours per week for 15 weeks to embed learning. Delivery must include the internal assessment activities. This will ensure that you have a mandatory unit assessed via a Pearson Set Assignment completed for Standards

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Verification. The delivery of this unit at the start of year one will provide the underpinning knowledge required when learners take on supervisory duties in the practical units scheduled for delivery later in the programme.

Unit 10: Supervision of Food Safety in Hospitality. This is an optional unit that is assessed internally via a centre-designed assignment brief or the Authorised Assignment Brief. Delivered at the start of the programme, this unit provides the underpinning knowledge for the safe handling of food in the practical food preparation and food service units.

Unit 13: European Cuisine. This optional unit is internally assessed via a centre-devised assignment or the Authorised Assignment Brief for this unit. This unit has been scheduled for delivery towards the end of the year as it is felt that learners' creativity and organisational skills will be utilised, maintaining their interest at a time when they may be tiring of their studies. The four hours per week scheduled for delivery will allow the unit to be delivered both in the classroom and practically in the kitchen, allowing learners time to finesse their skills prior to the assessment at the end of their first year. As with *Unit 3: Customer Service Provision in Hospitality*, the later delivery will allow learners to draw on their broader learning so that they will be prepared for the assessment.

Unit 18: Conferencing and Banqueting. This optional unit is internally assessed via a centre-devised assignment or the Authorised Assignment Brief for this unit. This unit has been scheduled for delivery towards the end of the year. The four hours per week scheduled for delivery will allow the unit to be delivered both in the classroom and practically, allowing learners time to finesse their skills prior to the assessment at the end of the programme. As with Unit 3, the later delivery will allow learners to draw on their broader learning so that they will be prepared for the assessment. Whilst this is not a synoptic unit, it does bring together many of the practical assessment requirements of *Unit 3: Customer Service Provision in Hospitality* and *Unit 13: European Cuisine*.

Unit 21: Technology and Digital Media in Hospitality. This optional unit is internally assessed via a centre-devised assignment or the Authorised Assignment Brief for this unit. This unit has been scheduled for delivery for two hours per week across 30 weeks. This allows sufficient time for learners to investigate the use of digital media in contrasting hospitality businesses as their knowledge and understanding of hospitality increases. It also allows them to incorporate parts of the assessment of this unit with the other units they are studying. For example, learners could produce proposals for the introduction of new technology to assist with menu costing for *Unit 11: Contemporary Global Cuisine.*

Unit 22: Marketing for Hospitality. This optional unit is internally assessed via a centre-devised assignment or the Authorised Assignment Brief for this unit. This unit has been scheduled for delivery towards the end of the qualification as, by then, learners should have gained a better understanding of how businesses function in the hospitality industry. It also allows learners to put their learning into context. The unit has links with *Unit 18: Conferencing and Banqueting.*

Suggestions for which units to teach in year 2

Unit 5: Cost Control for Hospitality Supervisors. This is a mandatory unit that is assessed internally via a Pearson Set Assignment. This unit is best delivered in year two of a two-year programme, when learners have developed their knowledge of operations within hospitality businesses and will have been introduced to some of the principles covered in this unit in other units. This is helpful as some of the principles of cost control can be difficult to master. The skills that learners develop in this unit can be used in the assessment of *Unit 19: Events in Hospitality.* It is scheduled for delivery for 4 hours per week over 15 weeks. This should mean that there is sufficient time for the teaching of the content and also for learners to practise their skills.

Unit 6: Hospitality Business Enterprise. This is a mandatory unit that is assessed internally via a Pearson Set Assignment. This unit is scheduled to be delivered for four hours per week over the first 15 weeks of the year. The unit allows learners to investigate opportunities for a hospitality business enterprise. This time should allow learners to conduct thorough investigations and plan adequately for their business enterprise ideas.

Unit 8: Supervise Food and Beverage Service. This optional unit is internally assessed via a centre-devised assignment or the Authorised Assignment Brief for this unit. The unit will be delivered for four hours per week for 15 weeks. Delivery must include the internal assessment activities. This unit allows learners to build on the learning from *Unit 4: The Principles of Leadership and Supervision* and apply the leadership, motivational and team-building theories to the supervision of food service operations. This unit has been scheduled for delivery towards the end of the qualification as it is felt that learners will be able to draw on knowledge and experience to help further develop their organisational skills as they come to the end of their programme.

Unit 9: Supervise Alcoholic Beverage Service. This optional unit is internally assessed via a centre-devised assignment or the Authorised Assignment Brief for this unit. This unit compliments *Unit 8: Supervise Food and Beverage Service* and the assessment of these units can be done together. This unit can easily be exchanged for *Unit 28: Supervise Hot and Cold Non-Alcoholic Beverage Service* if the service of alcohol is not appropriate or desired.

Unit 11: Contemporary Global Cuisine. This optional unit is internally assessed via a centre-devised assignment or the Authorised Assignment Brief for this unit. The four hours per week for delivery will allow the unit to be delivered both in the classroom and practically in the kitchen, allowing learners time to practise and build on their food preparation, cooking and professional skills prior to the assessment. The later delivery will allow learners to draw on their broader learning so that they will be better prepared for the assessment. Additionally, it is felt that the use of learners' creative and organisational skills will maintain their interest at a time when they may be tiring of their studies.

Unit 14: Luxury Hospitality. This optional unit is internally assessed via a centre-devised assignment or the Authorised Assignment Brief for this unit. This unit provides a glimpse into the world of luxury hospitality and the importance of meeting the needs and wants of the customer. It builds on the knowledge and skills gained in *Unit 3: Customer Service Provision in Hospitality* and is scheduled for delivery in year two as learners should have mastered the basics of customer service in year one.

Unit 19: Events in Hospitality. This optional unit is internally assessed via a centre-devised assignment or the Authorised Assignment Brief for this unit. Whilst not a synoptic unit, this unit can tie in with the learning from the other units delivered in year two of the programme in the planning and delivery of an event or a series of events. The four hours scheduled for delivery will allow sufficient time for the learners to acquire the underpinning knowledge and to plan and deliver their event(s).

Unit 24: Recruitment and Selection in Hospitality. Scheduled for teaching in term one, this unit compliments *Unit 6: Hospitality Business Enterprise* as it explores the principles of recruitment and selection. Learners could interview prospective employees for their new business enterprise. This optional unit is internally assessed via a centre-devised assignment or the Authorised Assignment Brief for this unit.

Unit 27: Industry-related Project in Hospitality. This unit is designed to be delivered across the 30-week programme. This will allow learners to carry out a thoroughly planned and executed hospitality project. It is a unit that can be completed in partnership with employers and could provide entry into a job in the hospitality industry. This optional unit is internally assessed via a centre-devised assignment or the Authorised Assignment Brief for this unit.

Centres are encouraged to timetable a period of induction for learners at the start of the programme. This should include information on topics such as the structure of the units, how to use an assignment brief, the importance of command verbs, how to work to meet deadlines, consequences of not meeting deadlines, how to reference work and the importance of evidence submitted for assessment being independently produced, valid and authentic. Centre policies on malpractice and plagiarism should be explained.

NB: internally assessed units can only be sampled when all learners have completed the unit, resubmissions have occurred and been assessed and internally verified. All units must be available for first sampling and reporting to have occurred by the **end of May** in the year of certification.